



ARDROSSAN AREA SCHOOL

Respect. Creativity. Excellence.

Student Leadership Group Constitution

Reviewed October 2024

AIMS

- Enable students to have a voice in school decisions.
- To maintain a positive school culture by generating close links between staff and students
- To provide students with opportunities for leadership and service.
- To develop skills in meeting procedures and protocol.
- To provide opportunities for collaboration and interaction with other school groups.

Process

- Junior school will conduct a secret ballot where, 1 student per class will be elected. Along with School Captains and House Captains, these students will make up the JS SLG. Each class SLG rep will be invited to bring a buddy to each JS meeting. This will enable a larger number of students to experience the process.
- Junior School classes will hold their own class meetings, which will be chaired by the SLG reps and supported by the home class teacher. Class Meetings will be held regularly.
- Any number of students can be nominated from years 7-12. Teachers will guide this process, by referring to the criteria below, to ensure that nominated students are suitable candidates and will be committed to the work of the SLG.
 - Students who wish to stand for election will be required to complete an application.
 - All applications will be collected, photocopied and distributed to each classroom to be displayed.
 - Home class teachers (7-12) will conduct a secret ballot, where students will vote for 2 students from each Home class.
- Home class teachers will collect the class votes and pass them on to the SLG Coordinator.
- Each Home class will have at least 1 representative recommended to the AAS Leadership team. Along with the School Captains, House Captains and Music Captain these students will make up the Secondary SLG. In the event that a recommendation is not accepted, another student with the next number of votes from that class will be the recommended. If no recommendations from a Home class are accepted, an elected representative from a neighbouring class will be asked to provide input into Home class SLG meetings. A minimum of 12 students will be elected from years 7-12.

What makes an effective SLG member?

- Is respectful of peers and teachers.
- Listens to the point of view of others and will contribute ideas.
- Is approachable, friendly and helpful.
- Takes pride in personal presentation and in their school.
- Is respectful of the school environment and property.
- Is compliant with the school behaviour and dress code.
- Is willing to attend regular meetings, be actively involved in the activities of the SLG and have an understanding that on some occasions they will need to give up their own time.
- Has an interest in improving the school environment and the wellbeing of others.
- Is a team player.
- Takes on a responsible role of taking ideas from the class to the SLG and keeping their class informed of the progress of the SLG.



School Captain Election timelines: Term 4 Previous Year

- Six School Captains will be elected, representing the Senior School (from Years 10/11/12), Middle School (from Years 8/9) and Junior School (from Year 6).
- Nomination forms will be available from Home Group teachers.
- Each student who is nominated and accepts will participate in a short interview in front of a panel, consisting of a Student Representative (nominated by the SLG), the SLG Coordinator and/or Principal (or nominee) and a Governing Council Representative.
- The Panel will make a recommendation of a suitable candidate to the AAS Leadership Team. If the first recommendation is not accepted, then subsequent recommendations will be considered. If there are no nominations a Captain will not be appointed.
- The successful candidates will be announced before the end of the year and will give an Acceptance Speech to their peers. An assembly will be organised for this to occur.
- Elected School Captains will be on the SLG as Ex-Officio members and may have a dual role if elected for any of the executive positions.

Election timelines: Term 1

- Junior School classes will conduct elections, 1 student per class, to be completed by Friday Week 1.
- Middle and Senior school students will complete the candidate's proforma by Thursday Week 1.
- House Captains are part of the SLG and nominees complete the House Captain candidate's proforma by Thursday Week 1.
- Home class teachers will conduct an election on Friday HG or Lesson 1, Friday, Week 1. The SLG Coordinator will collate results.
- A House Team Meeting will be held on Friday, Week 1 or Monday, Week 2. Nominees will be given the opportunity to read their House Captain candidate proforma speech to their team. All students R-12 will then vote for one male and one female representative from Years 7-12 and one representative from Year 6. Ballots will be collected and returned to the SLG Coordinator to be collated.
- All SLG recommendations will be given to AAS Leadership for approval.
- SLG will be announced, Wednesday, Week 2 and invites for the Induction Ceremony sent to families.
- SLG representatives will take part in a Training Day where the Executive (President, Secretary and Treasurer) will be elected.
- The Student Leadership Group will be inducted on Thursday, Week 3



Meetings

- Class representatives will work with Home Class teachers to conduct regular class meetings.
- Regular SLG meetings will be held. This will include (2-3) meetings for the whole SLG per term, in addition to subgroup meetings. Captains and Secondary SLG reps are expected to take a lead role in at least one subgroup.
- Subgroups will be created at the beginning of the year at the SLG Training Day. Other students (not SLG) will be invited to join these subgroups. These may include an Events group, Lunchtime Activities, House Team Competitions, Environment groups etc.

Procedures

- Students raise issues that are important to them at homegroup/class/year level meetings.
- At that class meeting students discuss issues raised and decide whether the issues should go to SLG.
- New ideas should be added to the SLG Agenda available on Teams. Comments on items already on the Agenda can be brought along to the SLG meeting. Staff or Secondary SLG representatives can save class meeting minutes in their folders in the SLG team if desired.
- Following the SLG meeting the Senior School Captains or Executive will convey any recommendations to the Principal for discussion and decision. Feedback from this discussion should be reported back to the SLG Coordinator ASAP.
- The outcomes of these discussions will be reported back to the SLG or may be announced via the daily bulletin, school assembly or newsletter.

Lack of Interest

- If an elected member shows consistent lack of interest, not attending 3 consecutive meetings without a valid reason, the Senior School Captains or SLG Coordinator will approach the representative and ask that representative to consider his/her role on the SLG.

Code of Conduct

- If the behaviour or conduct of a representative is not one conducive to being an effective role model for the student body, then that representative may be asked to relinquish their role. (eg representative must wear school uniform and exhibit appropriate behaviour and language)

The right of terminating the position of a representative remains with the Principal.

Charities

- The SLG will support a maximum of 3 Charities which will be identified by SLG members at the beginning of the school year in consultation at Year level/class home group meetings. These should be spaced as evenly as possible across the year.
- Requests to the SLG to support individual students/groups will be considered individually and will be negotiated depending on the number benefiting and representation of the school and their individual needs.

Representation on various committees or subgroups

Representation to various committees at school and district level is to be elected from the SLG members as early as possible in the school year. There is to be one representative to Governing Council with representatives to all other committees or subgroups to be revised annually depending upon the needs of the school and portfolio. Subgroups may include an Events group, Lunchtime Activities, House Team Competitions, Environment groups etc.



Roles

Role of the Senior School Captain/s

- ❑ Represent the school at whole school events (eg Guests to the school, Awards Ceremony etc).
- ❑ Provide leadership in the SLG.
- ❑ Actively involved with school committees, including leading a Subgroup.
- ❑ Ambassadors for the school.
- ❑ Good role model for the student body.
- ❑ Presenter at the Awards Ceremony
- ❑ Represent the school at Anzac Day/Remembrance Day ceremonies.
- ❑ Speak at assemblies on a regular basis to acknowledge the work of staff and students.
- ❑ Meet with members of the Leadership team (or Principal) at least twice a term to converse about school matters.

Role of the Middle School Captain/s

- ❑ Represent the school at whole school events (eg Guests to the school, Awards Ceremony etc).
- ❑ Provide leadership in the SLG.
- ❑ Actively involved with school, including leading a Subgroup.
- ❑ Ambassadors for the school.
- ❑ Good role model for the student body.
- ❑ Represent the school at Anzac Day/Remembrance Day ceremonies.
- ❑ Speak at Assemblies.

Role of the Junior School Captain/s

- ❑ Represent the school at whole school events (eg Guests to the school, Awards Ceremony etc).
- ❑ Provide leadership in the JS SLG.
- ❑ Actively involved with school committees, including leading a Subgroup.
- ❑ Ambassadors for the school.
- ❑ Good role model for the student body.
- ❑ Represent the school at Anzac Day/Remembrance Day ceremonies.
- ❑ Presenter at the Performance Evening.
- ❑ Work with Junior Staff to help lead JS Assemblies.

Personal Qualities

- ❑ Caring nature towards fellow students, teachers and the school environment.
- ❑ Approachable and provide support for fellow students.
- ❑ Value the opinion of others, and their right to express their opinion.
- ❑ Active listener and raise issues appropriately when required.
- ❑ Committed to their personal learning and set high standards for themselves.
- ❑ Responsible and reliable student.

How are SLG executive and Captain roles different?

- ❑ The Executive committee may be elected from Year 10-12 representatives. Preference is given to Year 11/12 students.
- ❑ School Captains may be elected by the SLG to hold an executive position.
- ❑ The President and Secretary of the SLG are responsible for organising and effectively running SLG meetings and activities. The Treasurer is responsible for organising purchase requisition orders, fundraising and liaising with the school Finance Officer. SLG is part of the role of the School Captain and he/she will also be a school representative and involved with many important school events.

